



## CourtNet Overview

### TITLE SCREEN – PP slide CourtNet Overview

**V.O. Narrator:** *“CourtNet is designed to provide easy access to civil and criminal cases in the Kentucky court system. This video provides an overview of CourtNet and demonstrates application navigation as well as core functional features.”*

### TITLE SCREEN – “Login page” – point as narrative indicates to functional areas/specific fields

**V.O. Narrator:** *“You are now on the welcome page. Here you will enter your username and password to access CourtNet. The credentials you use will be determined by the organization you are affiliated with. For example, KBA members will be authenticated against your KBA ID (Bar ID) and password.*

*Once you enter your credentials, you are taken to the account summary page. This page contains news about the product, disclaimer information and the user agreement. When you sign on for the first time, you must accept the user agreement and select a service plan.*

*To accept the user agreement, click View and then click Accept. After accepting the user agreement click continue to access the service plan page. From here, choose a service plan that best fits your needs. For more information about these plans click the Help icon. Once you select your plan, click Save Changes.*

*(Point to User Profile Tab) Once your account is created, changes to your plan can only be made through your user profile.”*

### TITLE SCREEN – “Search page” – point as narrative indicates to functional areas/specific fields

*“Let's begin by learning to navigate CourtNet.*

*(Point to the Menu Bar) We will start with the Menu Bar in maroon at the top of the screen. The Menu Bar is comprised of options, and each option allows you to perform a number of functions from editing your profile information to searching for and viewing case information.*

*The options are Search, Docket, Recent Searches, Case Cart, Help, Profile and Logout.*



*(Click on the Search Tab) After logging in, the search by party option will open by default.*

*(Click on the Docket Tab) The Docket option opens the docket information screen, in a new browser window, where you can locate information for a specific court in a specific County. Simply select the county and filter by division, date, courtroom and subdivision. Results for that court will be displayed.*

*(Click on Recent Searches) the Recent Searches option allows the user to see the last 10 searches performed by that user.*

*(Click on Case Cart) The Case Cart option displays selected cases that you are actively working. This allows the user to “cart” or hold cases that may be relevant to a specific search or additional searches. These cases can stay in the cart indefinitely for easy access.*

*In the Case Cart, you have the option of printing or viewing cart items in PDF form. There is a brief summary of all the cases for those who want the bird’s eye view of cart content, or detailed information about individual cases for those who want to see more information about cart items including parties, charges, documents, and scheduled events.*

*(Click on the Help Tab) The help option takes you to the frequently asked Questions, videos, user documentation and links to feature specific help content.”*

**TITLE SCREEN – “Search Option” – point as narrative indicates to functional areas/specific fields**

*“Now let’s focus on searching within CourtNet. There are four (4) ways to search for case information; you can search by Case, Party, Citation Number, or Business Name. The default search will always be search by Party. The Search button executes the search based on the entered criteria.*

*(View Pane) The view pane to the right of the search option displays parameters to assist in defining search criteria. When a search is executed with missing information the content of the view pane will assist the user in determining what information is needed to continue.*

*When conducting a Party Search, the user can search for an individual with as little information as the person’s first and last name. Entering additional identifiers will help to narrow your search results saving you time and energy.*



*(Point to active case example) The user has a choice of looking at both active and inactive cases. Active, or open cases, will be displayed in green font.*

*(Point to Inactive case example) Whereas, inactive cases, or closed cases, will be displayed in black font. An option exists to filter for active cases only.*

*(Point to Blue Bar Sample) Cases that appear under the blue bar are grouped together based on similar search criteria results. These are cases that could be associated with the same person, and are often grouped together by additional identifiers, such as driver's license number or birthdates.*

*(Point to Gold Bar Sample) Cases that appear under the gold bar are either Civil cases or unassociated cases. Unassociated cases do contain enough criteria to group with other cases, or no matching occurred.*

*(Point to Case Number) Next to the county is the case number. Click this number and the user can see additional case information, including Disposition, Party Type, Documents, charges, events, and images.*

*(Point to Clear Fields Button) The Clear field's button clears the current search criteria and allows the user to begin a new search."*

#### TITLE SCREEN – PP Slide – Additional videos slide

*"In summary, CourtNet is designed to provide easy access to civil and criminal cases in the Kentucky court system. This video overview presentation provides a basic overview of the application, including navigation and core functional features. Additional videos are available for your review regarding search options, search results, additional features."*

#### TITLE SCREEN – PP Slide with questions/contact information

**V.O. Narrator:** *"For CourtNet Product & Account Information, contact the AOC Service Desk at 800-860-4262 or [CourtNetHelp@kycourts.net](mailto:CourtNetHelp@kycourts.net).*

*If you have forgotten your KBA Password, visit [www.kybar.org](http://www.kybar.org) and click on Password Reminder.*

*Direct all other questions about your CourtNet login to the Kentucky Bar Association at 502-564-3795 x249 or [cjones@kybar.org](mailto:cjones@kybar.org)."*